

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/PSD 4	
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Penalty Indicia Stocks - Procurement Documents</b>						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)		
	LOGISTICS		SECURITY				
	MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED <b>5</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Annually</b>			6. DISTRIBUTION (No. of components not number of copies) <b>1</b>		
7. FORMAT (memorandum, form computer print-out, etc) <b>Memorandum</b>		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <b>X</b>			9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>LI 70-7 dtd 3 September 1963</b>		
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>Supply &amp; Services Staff, PSD/OL</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>None</b>			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-12	\$ 8.19		30 min.		\$ 4.10		\$ 4.10
GS-7	4.28		1 hour		4.28		4.28
B. COSTS OF COMPUTER PRODUCED REPORTS							
None							
TOTAL COSTS PER YEAR						\$ 8.38	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <b>Required by Logistics Instruction.</b>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
						None	None
16. DATE OF INVENTORY <b>8 OCT 1970</b>		17. INFORMATION		18. EXTENSION			